



Initialize a Batch Scanner

Quick Reference Guide

Introduction

This document provides the steps necessary for a user to initialize the batch scanner. Each day, initialize the scanner before starting your first batch move. Initialization ensures the scanner memory is empty and the date and time on the scanner is correct.

Initialize Scanner

1. Log in to CASE.
2. Connect the batch scanner to the USB cable provided with the scanner. Then connect the cable to a USB port on the front of a workstation.
3. The FileTrail FTPortable Mini software window opens (Figure 1). **Note:** The window will minimize automatically after 20 seconds.

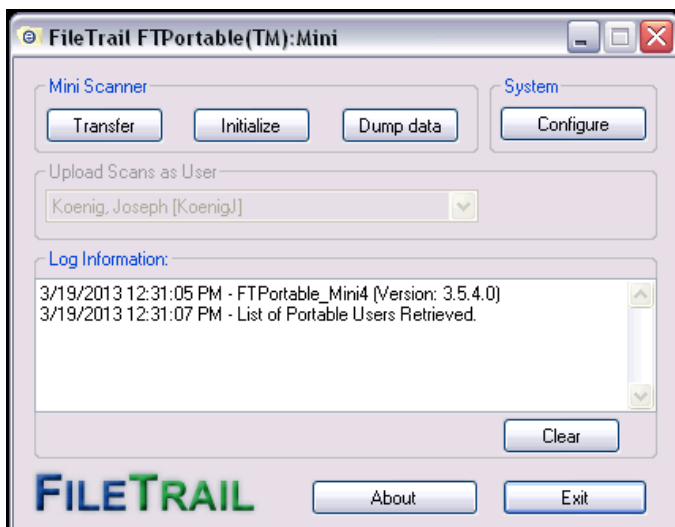


Figure 1

If the FileTrail FTPortable Mini software window does not open automatically, click the FTPortable icon on the desktop system tray (Figure 2). **Note:** The window will **not** minimize automatically.



Figure 2

4. The FTPortable software recognizes when a scanner is connected and attempts to read data from the scanner. The read results appear in the Log Information pane of the FTPortable Mini software window. If the software detects data in the scanner memory, it will automatically upload the scan data to FileTrail (Figure 3).

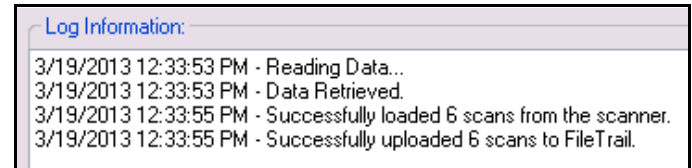


Figure 3

Note: If the Error Finding Scanner message appears (Figure 4), click **OK** and proceed to Step 10—Configure the Scanner Port. Otherwise, proceed to Step 5.

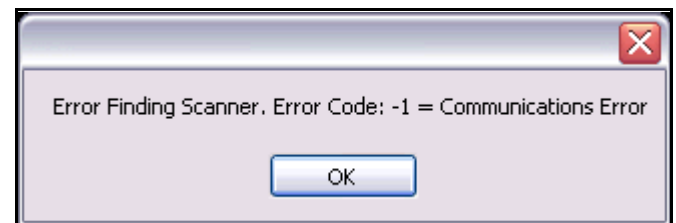


Figure 4

5. Click **Initialize** (Figure 5).

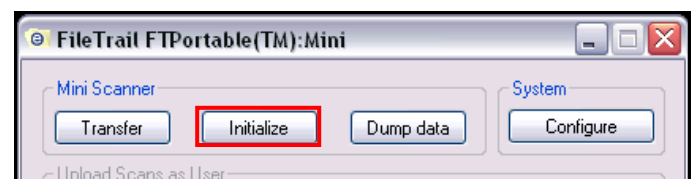


Figure 5

6. A warning dialog box appears, click **OK** to continue (Figure 6).

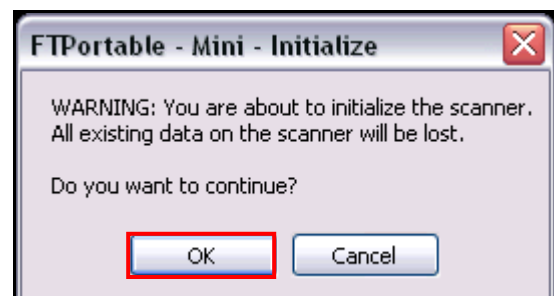


Figure 6



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7. The scanner emits a series of beeps and the initialization results appear in the Log Information pane of the FTPortable Mini software window (Figure 7).

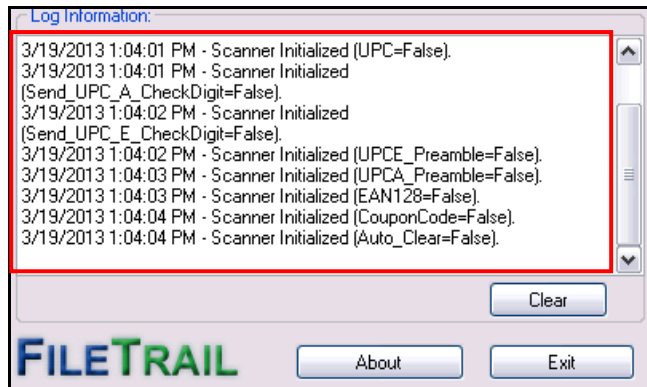


Figure 7

8. Click the **Minimize** button if the FTPortable Mini software window does not automatically minimize.

Note: Do not shut down (Exit/Close) the FTPortable software. Minimize the FTPortable Mini software window when it is not in use. The FTPortable software shuts down/closes when you exit CASE.

9. Disconnect the USB cable from the workstation then disconnect the batch scanner. The scanner is now ready to scan ROPs.

Configure the Scanner Port

This section covers successful FTPortable Mini scanner software to workstation COM Port configuration.

10. On the FileTrail FTPortable Mini software window, click **Configure** (Figure 8).

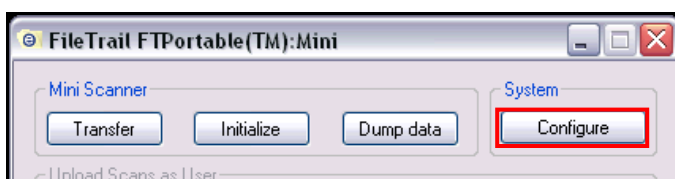


Figure 8

11. The System Configuration window opens.

12. Click **Find Scanner** (Figure 9).

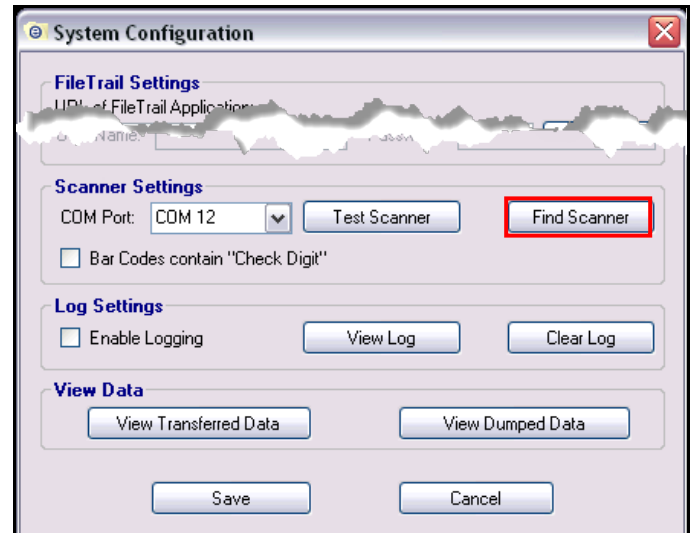


Figure 9

13. The COM port communication message appears, click **OK** (Figure 10).



Figure 10

14. After successful communication, the Scanner Settings COM port is set correctly (Figure 11).

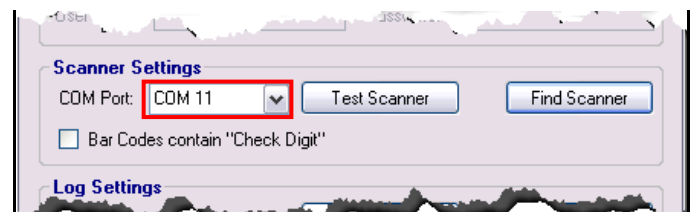


Figure 11

15. Click **Save** (Figure 9) to save the settings. The System Configuration window closes.

16. Disconnect the USB cable from the workstation and return to steps 2 through 9, to complete the scanner initialization process.